

**DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
REQUEST FOR LETTERS OF INTEREST**

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR PROJECT DEVELOPMENT, ENVIRONMENTAL, AND ENGINEERING SERVICES RELATED TO THE PREPARATION OF THE ENVIRONMENTAL DOCUMENTS AND PRELIMINARY DESIGNS FOR THE PROPOSED IMPROVEMENT OF SR 1316 (REA ROAD EXTENSION) FROM THE NC 16 TO SR 1008 (INDIAN TRAIL – WAXHAW ROAD), UNION COUNTY:

**The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the Project Development and Environmental Analysis Unit (Project Development, Natural Environment and Human Environment Sections (Limited English Proficiency, CIA, ICE, and Public Involvement)), and Highway Design Branch (Roadway Design (Urban Roadway Design), Hydraulics, Location Surveys), to perform the below referenced work.**

**TIP No. U-3467**

**Union County**

The proposed project is the improvement of SR 1316 (Rea Road Extension) from NC 16 to SR 1008 (Indian Trail – Waxhaw Road), Union County. The facility is proposed as a multi-lane facility on existing and new locations.

The length of the project is approximately 3.8 miles.

**U-3467 TENTATIVE SCHEDULE:**

EA – October 2014  
FONSI – November 2015  
R/W – FFY 2016  
Let – FFY 2017

**SCOPE OF WORK**

The project will be processed as a Federal Environmental Assessment (EA) and Finding of No Significant Impact (FONSI). The project will follow the NEPA/404 merger process. The document will evaluate the potential direct impacts to the human and natural environments of the proposed project. Natural environment work (T & E surveys, NRTR, wetland and tributary (stream) delineations and surveying of the delineations) will be conducted for the project. Human environment work will consist of Community Characteristics Report (CCR), Community Impact Assessment (CIA), Indirect and Cumulative Effects (ICE) and conducting a comprehensive public involvement program with Limited English Proficiency services. Functional designs will be prepared for all preliminary alternatives considered. Preliminary designs for all the detailed study roadway alternatives and Public Hearing Maps for the preferred alternative are included as part of the contract. Hydraulic services will include Preliminary Hydraulic Report and Merger support (Concurrence Point 2A only).

**NOTE: Historic Architectural, Archaeological, Noise & Air Analysis, and specialized T & E surveys (i.e. RCW, mussels, fish, bats, etc.) are NOT part of this scope of work. These services will be provided either by in-house staff or current on call contracts**

**managed by Project Development and Environmental Analysis Unit. No traffic forecast, surveying (except as stated above), photogrammetric, structure design or geotechnical services are anticipated.**

Wetland/ stream delineation files shall be prepared in electronic format. All electronic files shall be in Microstation "wet/wex" file format.

The plans for the roadway and hydraulic design listed above shall be prepared in electronic format. All electronic files shall be in Microstation format using Geopak software.

All services shall be done in accordance with the guidelines and standards for each unit.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

#### **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## PREQUALIFICATION

The Department maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm has submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm has not submitted or updated this data since July 1, 2011, please submit the new data to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation; 40%
2. The firm's experience and staff to perform the type of work required, including any designated subconsultants; and 40%
3. Ability to meet the advertised schedule. 20%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate

number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the Firm's Name, and "LOI for U-3467".

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

## **Section II - Evaluation Factors**

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of approach;
- Any innovative approaches to be used;
- List all contracts, type of work, percentage complete, and outstanding balances with the NCDOT and NCTA;
- List any work being performed as a subconsultant on any NCDOT and NCTA. This work should be listed by TIP, prime consultant, type of work and outstanding balance;
- List any contracts that selections have been made, but not approved by the Secretary of Transportation; and
- List any upcoming work that may be a subsequent phase to an existing contract

**Note:** If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

## **Section III - Supportive Information**

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

## **APPENDICES-**

## CONSULTANT CERTIFICATION Form RS-2

**Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.**

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing services for project development services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m.** on **December 1, 2011**. **Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) they will be disqualified. No exception will be granted.**

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at [sblevins@ncdot.gov](mailto:sblevins@ncdot.gov) or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **January 4, 2012**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at

*Advertised November 15, 2011*

[http://www.ncdot.org/doh/preconstruct/highway/roadway/eng\\_coord/selection\\_comm/current.html](http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html)  
by **January 5, 2012.**